

JOB DESCRIPTION
Trades Innovation Institute



Technician - Automotive

Position: Permanent, .6 FTE, 3 days per week
Salary: Grade 4/5 Salary Range \$37, 576 - \$50, 015 (2 graded role)

BACKGROUND INFORMATION

Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury’s three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on “applied” learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

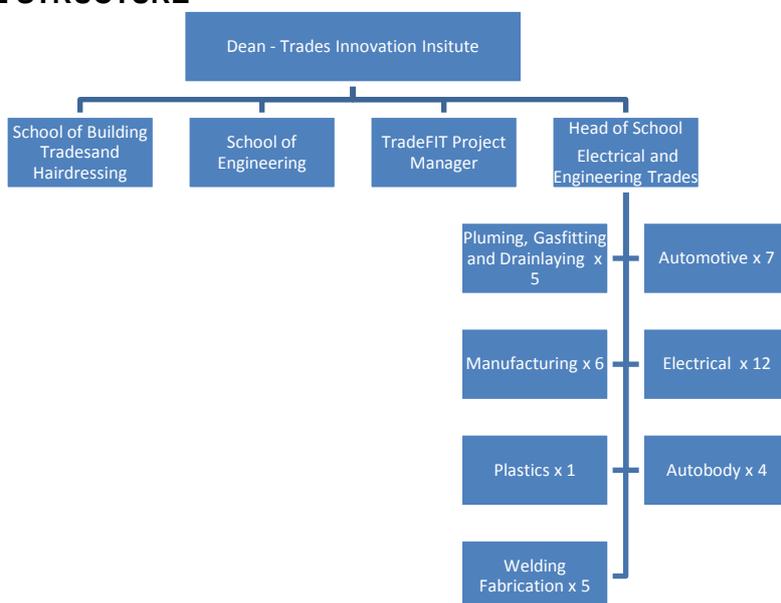
CPIT welcomes approximately 25,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients. A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employees and our region makes CPIT a dynamic and engaging place in which to work.

TRADES INNOVATION INSTITUTE

Trades Innovation Institute is the leading South Island provider of Trade training and includes three Schools, the School of Engineering and Electrical Trades and the School of Building and the School of Engineering. Located at Sullivan Avenue in Opawa this campus provides unparalleled practical learning facilities for the eleven trade disciplines currently delivered. In addition the TradeFIT development site provides additional trades and enhancements to those currently offered.

ORGANISATIONAL STRUCTURE



PRIMARY OBJECTIVES

- To ensure that workshops are ready and equipped with materials for teaching and project work.
- To support teaching and learning in the automotive section by ensuring that repairs and maintenance priorities are attended to in a timely way and ensuring health and safety standards are maintained.
- To work co-operatively with others to ensure efficient and cost effective technical support for ongoing programmes and for new initiatives.
- Assist in the development of and develop teaching aids.

PROFILE

The successful applicant will be a person who has/is:

Knowledge, skills and experience

- Qualifications and extensive experience—Trade Certificate and/or Advanced Trade Certificate or equivalent knowledge and skills in Automotive Engineering
- Automotive Electrical skills
- Experience with ordering and receiving goods
- Stock plant maintenance and monitoring experience
- Welding fabrication skills would be an advantage

Personal attributes

- Effective communication skills and the ability to relate well to others
- Ability to work cooperatively with both teaching and non-teaching staff
- Ability to prioritise tasks and set time frames
- Organised, efficient and takes pride in all aspects of his / her work
- Ability to work without close supervision and use initiative
- A team player with a reputation for good workplace relationships
- Willing to complete routine tasks and to take on challenges
- An interest in a learning environment
- Willingness to commit to CPIT staff profile which encompasses bicultural, international, disability, and environmental awareness; health and safety; IT literacy; and a focus on students, teaching and learning.

RESPONSIBLE TO

The Trades Manager and Head of School of Electrical and Engineering Trades

RELATIONSHIPS WITH

- Tutorial staff
- Allied staff
- Students
- Other staff in the Trades Innovation Institute

KEY TASKS INCLUDE

- Preparation of workshops for teaching sessions in automotive and sections
- Preparation of teaching materials and equipment for classes
- Developing and updating a preventative maintenance schedule for all workshop equipment, e.g. cars, engines, gearboxes, electrical room and plant
- Maintenance of plant and equipment as per the preventative maintenance schedule
- Ordering and collection of materials and consumables
- Workshop cleaning duties as required

- Help prepare and build marketing materials and stands
- Fabricate parts when required
- Project work and other additional duties in the School of Engineering as required
- Maintenance of a safe work/learning environment including restocking first aid cabinets, providing information and support for others regarding safe practices
- Ensure all sections have allocated technician resource as agreed

FOR YOUR INFORMATION

1 Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Employee Profile.

2 Professional Development

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.

3 CPIT Profile

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

4 Health and Safety

Applicants for positions are asked to declare any relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for shortlisting but we do expect you to discuss your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions. Eg a hearing test for those involved in engineering workshops.

5 Employment Terms and Conditions

Appointment is within the terms of employment law and the TIASA Collective Employment Agreement. For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the TIASA Collective Agreement which covers the position offered. If the staff member joins the TIASA union, the terms of the collective document continue to apply; should he/she decide not to join the union, the staff member remains on an individual agreement and we may mutually agree to terms after the 30-day period expires. CPIT's Allied Staff Collective Employment Agreement (1 April 2009 – 30 June 2010) will be offered in the first instance. A job evaluation system is used to determine the grade and therefore the salary range for this position. It is usual to appoint at the lower end of the appointment range specified in the position description.

APPLICATION DETAILS

Applications for appointment are accepted through our online recruitment system.

**Applications close
Monday 9 August 2010**

The standard application form attached provides the Polytechnic with a common set of information about each candidate, but applicants should not limit themselves to that form. Personal applications set out in the applicants own style including a curriculum vitae and particular references to the job description and personal profile are welcomed.